

Overview

Unclaimed property generally includes checks that were never cashed, refunds, credits, vendor payments, insurance proceeds, payroll checks, and other financial assets that the State Treasury is holding on behalf of a business. Every CMAF (and any business) should routinely search, claim, and properly record these funds.

Practical Step-By-Step Checklist (Missouri)

Each Quarter – at a minimum

- Go to: <https://www.treasurer.mo.gov/unclaimedproperty/>
- Search your business name + variations
- Select claim(s)
- Upload required documents
- Mail or electronically submit
- Track and receive funds

Practical Step-By-Step Checklist (Kansas)

Each Quarter – at a minimum

- Go to: <http://www.kansascash.com>
- Search your business name
- Complete claim form
- Provide authorization documents
- Submit electronically or by mail
- Track and receive funds

Required Documentation for Both States

Identity / Registration Proof

- FEIN documentation
- Articles of Incorporation or Certificate of Good Standing
- Current address documentation

Authority to Claim

- Evidence of corporate officer or authorized agent
- A signed affidavit or authorization letter

Because CMAFs transitioned from legacy ownership and took new TINs, you may need to attach:

- NewCo & OldCo Articles of Incorporation, NewCo & OldCo TIN record